

STATE OF WEST VIRGINIA
Office of County Assessor
Commercial Business Property Return

For Internal Use NAICS

THIS RETURN IS TO BE FILED AS SOON AS POSSIBLE AFTER JULY 1, BUT NO LATER THAN OCTOBER 1. IF YOU ARE THE OWNER OF INDUSTRIAL BUSINESS PROPERTY YOU NEED NOT COMPLETE THIS FORM. CONTACT THE PROPERTY TAX DIVISION OF THE DEPARTMENT OF TAX AND REVENUE CONCERNING FORM STC 12:32I FOR INDUSTRIAL PROPERTY.

The following is a complete and accurate report of all property owned by the undersigned at this location on July 1, _____.

This business is in the County of _____; District of: _____; Town/City of: _____.

BASIC BUSINESS INFORMATION			
(PP11) BUSINESS NAME AND MAILING ADDRESS		(PP51) AGENT OR PREPARER'S NAME AND ADDRESS	
NAME		NAME	
ADDRESS		ADDRESS	
CITY		CITY	
STATE	ZIP CODE	STATE	ZIP CODE
PHONE ()	EXTENSION	PHONE ()	EXTENSION
Federal Employers Identification Number (FEIN) REQUIRED: _____		PLACE WHERE RECORDS ARE KEPT _____	
BUSINESS REGISTRATION ACCOUNT ID: _____		PHONE ()	
PRIMARY OWNER NAME AND ADDRESS (IF NOT SAME AS MAILING ADDRESS)		(PP11) PHYSICAL LOCATION OF BUSINESS IN WEST VIRGINIA (IF NOT THE SAME AS MAILING ADDRESS)	
NAME		ADDRESS	
ADDRESS		CITY	
CITY		STATE	ZIP CODE
STATE	ZIP CODE		
PHONE ()	EXTENSION		

Return is to be filed by **all** non-utility businesses; incorporated and unincorporated, except Railroad, Telegraph and Express Companies, Telephone Companies, Pipe Line, Car Line Companies and other Public Utility Companies. The Law provides that every incorporated or unincorporated Company, foreign or Domestic liable to taxation shall make a report of his property, in writing, to the Assessor whether called upon by the assessor not. **West Virginia Code** Chapter 11, Article 3, Section 12, and Chapter 11, Article 3, Section 15 as amended. **PERSONAL PROPERTY NOT OWNED** - If you have possession, charge or control of any personal property as executor, administrator, guardian, committee, trustee, receiver, bailee, agent, attorney or in any representative or fiduciary capacity, you must file a separate report with the assessor. Banks, Realtors, Property Managers or others in charge of leasing or renting real estate are required to make a complete list of all furniture, fixtures and other personal property and an itemized list of the items.

(PP13) REPORT OF PROPERTY YOU LEASE FROM OTHERS
This space is provided for the reporting of property "in charge of but not owned by" the entity completing this form (as Agent, Bailee, Lessee or other representative capacity) such as, but not limited to, leased machinery, business or data processing equipment, vending machines, etc. Indicate the name and address of owner, the property leased, the gross annual rent, estimated value. Attach additional sheets if needed.

NAME, ADDRESS AND TELEPHONE NUMBER OF PROPERTY OWNER	TYPE OF PROPERTY	GROSS ANNUAL RENT	ESTIMATED VALUE	ASSESSOR'S USE

REAL ESTATE
List Real Estate situated in this county as required. The value estimate is your opinion of market value as of July 1, this year.

ITEM 1 - DESCRIPTION SHOWN ON LAND BOOKS OR TAX STATEMENTS	SURFACE Only <input type="checkbox"/>	MINERAL Only <input type="checkbox"/>	In FEE <input type="checkbox"/>	QUANTITY IN ACRES	OWNER'S VALUE LAND	OWNER'S VALUE BLDGS	TOTAL OWNER'S VALUE	ASSESSOR'S USE

ITEM 2 - If you have added or deleted buildings (if deleted, identify as such) whereby the value of the real property has been altered by more than \$1,000 since last return, describe the improvement or deletion and the location. Owner's value should reflect both material and labor. If work is in progress on July 1 of this year, then report on Schedule E.

DESCRIPTION OF IMPROVEMENT OR DELETION	LOCATION	OWNER'S VALUE	ASSESSOR'S USE

(PP 13 or PP17) BUILDINGS ON LEASED LAND
Building permanently fixed or intended for permanent fixture to land which is not owned by entity which owns the building(s). The lease must be a contract which transfers **all or part** of the right to use of the land, exclusion and disposition from owner to tenant in exchange for a promise to pay rent.

NAME AND ADDRESS OF LAND OWNER	OWNER'S VALUE BUILDING	ASSESSOR'S USE

Note: Other leasehold improvements, to be reported on **SCHEDULE A**, are improvements and/or additions exclusive of buildings, to leased property which have been made by the lessee.

PROPERTY INFORMATION

**SCHEDULE A
(PP13 or PP17)**

MACHINERY, EQUIPMENT, FURNITURE AND LEASEHOLD IMPROVEMENTS

Enter all property owned with the acquisition cost by year installed. Begin with the current year and each previous year, as required. Acquisition cost, including the cost of machinery, equipment, furniture and fixtures intended for rent or lease, is defined as 100 percent of the cost new as shown by books and records and is to include freight, installation charges, trade-ins, federal tax allowances and credit. If equipment was purchased in one year and installed in the following year, the full cost is reportable in the year installed. **PROPERTY OWNED AND STILL IN USE BUT WHICH HAS BEEN FULLY DEPRECIATED OR WRITTEN OFF BUT STILL IN POSSESSION BY THE TAXPAYER MUST BE REPORTED. Machinery and Equipment which has been fully depreciated and is no longer in use as part of a production process should be reported in "Schedule F."** Property which is intended for rent or lease must be reported at 100 percent of acquisition cost regardless of period of rent. **IF LEASEHOLD IMPROVEMENTS ARE REPORTED, PLEASE INCLUDE A BRIEF DESCRIPTION OF THE ITEMS TO ASSURE THEY ARE NOT VALUED AS PART OF THE REAL PROPERTY.**

YEAR PURCHASED	MACHINERY & EQUIPMENT			FURNITURE & FIXTURES		
	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
CURRENT YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
19 AND PRIOR						
TOTALS						

YEAR PURCHASED	LEASEHOLD IMPROVEMENTS			COMPUTER EQUIPMENT		
	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
CURRENT YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 20						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
PREVIOUS YR. 19						
19 AND PRIOR						
TOTALS						

PROPERTY INFORMATION

**SCHEDULE B
(PP13 or PP17)**

INVENTORY, CONSIGNED INVENTORY, PARTS, SUPPLIES

Taxpayer is to report all consigned goods, all inventory and merchandise, including parts, for resale; and all supplies and parts held for owner's use, in warehouse or in storage. Dealers of new and used motor vehicles, motorcycles, RV's, trailers, mobile homes and manufactured homes are to complete and attach the Vehicle Dealers Inventory Worksheet in lieu of Schedule B.

DESCRIPTION	ADDRESS OF CONSIGNORS OR FURTHER DESCRIPTION	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
COST OF INVENTORY AS OF JULY 1				
INVENTORIES CONSIGNED TO YOU				
PARTS HELD FOR OWNER'S USE				
SUPPLIES HELD FOR OWNER'S USE				
TOTALS				

The Warehouse Freeport Tax Amendment of 1986 provided that, "Personal property which is moving in interstate commerce through or over the State of West Virginia, or which was consigned to a warehouse, public or private, within the State from outside the State for storage in transit to a final destination outside the State, whether specified when transportation begins or afterward, shall be exempt from ad valorem taxation. Provided, that property shall be deprived of such exemption if a new or a different product is created. ~~Personal property of inventories of natural resources shall not be exempt from ad valorem taxation unless required by paramount federal law. Such exemption shall not apply to inventories of natural resources held for the manufacturing and sale of energy.~~" If you have reported assets on "Schedule B" which you believe are exempt under the Freeport Amendment, enter the dollar value of the assets at 100 percent of acquisition cost.

Acquisition Cost \$ _____ Owner's Value \$ _____ Assessor's Use _____

**SCHEDULE C
(PP13 or PP17)**

MACHINERY & TOOLS IN PROCESS OF INSTALLATION

Machinery or tools purchased but not yet installed are reported here.

DESCRIPTION OF PROPERTY	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
MACHINERY IN PROCESS OF INSTALLATION OR CONSTRUCTION			
TOOLS IN PROCESS OF INSTALLATION OR CONSTRUCTION			

**SCHEDULE D
(PP13 or PP17)**

OTHER PERSONAL PROPERTY

All other property not reported on other schedules of this return should be listed here. Other personal property may include business libraries, reference books, storage buildings, furniture and fixtures in process, etc. If you need additional space, please attach a list with acquisition date, acquisition cost and owner's value.

DESCRIPTION OF PROPERTY	ACQUISITION DATE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
STORAGE BUILDINGS				
FURNITURE & FIXTURES IN PROCESS OF CONSTRUCTION				
OTHER PERSONAL PROPERTY - DESCRIBE				
TOTALS				

**SCHEDULE E
(PP13 or PP17)**

INCOMPLETE CONSTRUCTION

Material costs for these buildings, additions or improvements which are incomplete and hence have not been assessed as real property must be reported here. A rider must be attached to this statement showing the address of such buildings by year of construction.

DESCRIPTION OF PROPERTY	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE
BUILDINGS, ADDITIONS, OR IMPROVEMENTS NOT FINISHED AT MATERIAL COST			

**SCHEDULE F
(PP13 or PP17)**

SALVAGE VALUE MACHINERY AND EQUIPMENT

This is machinery and equipment which has been fully depreciated and is **no longer used as part of a production process**. Do not report these items on "Schedule A". If you need additional space, please attach a list with acquisition date, acquisition cost and owner's value.

DESCRIPTION OF PROPERTY	ACQUISITION DATE	ACQUISITION COST	OWNER'S VALUE	ASSESSOR'S USE

**SCHEDULE G
(PP13 or PP17)**

POLLUTION CONTROL FACILITIES

If required, provide additional copies for each location. List all pollution control facilities installed after July 1, 1973 and approved by either the Office of Water Resources or the Office of Air Quality, both of the Division of Environmental Protection, as a pollution control facility. If the pollution control facility is not on the pre-approved pollution equipment list, a letter from either the Office of Water Resources or the Office of Air Quality, as the case may be, must accompany this form.

LOCATION OF PROPERTY	DESCRIPTION OF PROPERTY	YEAR INSTALLED	ACQUISITION COST	ASSESSOR'S USE

PROPERTY INFORMATION

SCHEDULE H VEHICLES (PP16), TRAILERS, BOATS, AIRCRAFT (PP13 or PP17) & MOBILE HOMES (CA12, CA24 & PP13)
 (Provide Additional Copies for Each Location)

Property Location: _____
 Street Address City Zip Code

List only those properties that are licensed in the name of the business as shown on Page 1. Property you are leasing must be reported on Page 1 in section titled **Report of Property You Lease from Others**. Properties disposed of after July 1 are taxable for the year and must be listed below. If needed, attach additional sheets. If vehicles are assigned to company employees or officers, then provide name and address. Vehicle Identification Numbers can be found on the registration card. List all vehicles such as boats, boat trailers, motorized golf carts, mobile campers, truck mounted campers, motorcycles, motor scooters, utility trailers, recreational vehicles, all terrain vehicles (ATV's), travel trailers, snowmobiles, or personal watercraft (jet skis). Include properties used in Interstate Commerce.

TYPE	MAKE	MODEL	YEAR	MOBILE HOME DIMENSIONS OR VEHICLE ID NUMBER	TRUCK GROSS VEHICLE WGT	ACQ. DATE	ACQ. COST	OWNER'S VALUE	ASSESSOR'S USE

NUMBER OF SHEEP AND GOATS OF BREEDING AGE: Sheep _____ (number) Goats _____ (number)

Please include a \$1.00 fee for each head with this completed form.

OTHER INFORMATION REQUIRED WITH THIS RETURN

Type of Business Entity (Check One): Corporation Partnership Sole Proprietor Other: _____

Description of Business Activity: _____

Enter Federal Employers Identification Number (FEIN) REQUIRED: _____

Business Registration Account ID: _____

Please insert North American Industry Classification System Code (NAICS), if known: _____

DEPRECIATION SCHEDULE Attached? Yes No (Explain) _____

BALANCE SHEET Attached? Yes No (Explain) _____

In lieu of a balance sheet, a Profit or Loss Statement (Schedule C) from your Federal Income Tax Return may be submitted. Failure to attach these items will be grounds upon which the County Assessor may reject this return. If you need forms or assistance, contact the County Assessor.

I, _____, (president, treasurer, manager, owner or other title) _____ of _____, do affirm that the information on this return, to the best of my knowledge and judgment, is true in all respects; that it contains a statement of all the real estate and personal property, including credits and investments belonging to the business; that the value affixed to such property is, in my opinion, its true and actual value, by which I mean the price at which it would sell if voluntarily offered for sale on such terms as are usually employed in selling such property, and not the price which might be realized at a forced or auction sale; and said business has not, to my knowledge, during the sixty-day period immediately prior to the first day of the assessment year converted any of its assets into nontaxable securities or notes or other evidence of indebtedness for the purpose of evading the assessment of taxes thereon.

Signed _____ Title _____ Date ____/____/____

ASSESSOR'S USE ONLY

DEPUTY _____ DATE _____

YEAR 2012
 COMMERCIAL BUSINESS
 PROPERTY RETURN

For Internal Use
 NAICS

ACCOUNT NUMBER _____
 NAME _____
 DBA _____
 MAILING ADDRESS _____
 CITY _____
 COUNTY _____
 DISTRICT _____
 FEDERAL EMPLOYERS IDENTIFICATION NUMBER _____
 IS REQUIRED
 BUSINESS REGISTRATION
 ACCOUNT ID _____
 TO AVOID INTEREST AND PENALTIES
 FILE BY OCTOBER 1
 FOR ASSESSOR'S USE

LEASED PROPERTY _____
 REAL ESTATE _____
 CLASS 3 OR 4 SCHEDULES
 A-MACH. & EQUIPMENT _____
 A-FURN. & FIXTURES _____
 A-LEASEHOLD IMPROV. _____
 A-COMPUTER _____
 B-INVENTORIES _____
 C-MACH. & TOOLS/N/INST. _____
 D-OTHER PROPERTY _____
 E-INC. CONSTRUCTION _____
 F-SALVAGE MACH. & EQUIP. _____
 G-POLLUTION FACILITIES _____
 H-VEHICLES _____
 TOTAL CLASS 3 OR 4 _____

Rental Car Inventory Worksheet

Company Name: _____

Mailing Address: _____

Physical Location: _____

County: _____

Month / Year	# of Vehicles	Gross Value
January 2010		
February 2010		
March 2010		
April 2010		
May 2010		
June 2010		
July 2010		
August 2010		
September 2010		
October 2010		
November 2010		
December 2010		
Sub Total:		
Divided by 12 or the Number of Months Included Above		
Add Other Inventory		
Total Rental Car Inventory		

RENTAL CAR INVENTORY WORKSHEET INSTRUCTIONS

The following are general instructions to assist you in completing the Rental Car Inventory Worksheet which is to be filed with the *Commercial Business Property Return* (STC 12:32C).

West Virginia Code § 11-6C-1 et seq. and established a special method of appraising inventory of rental car companies. This provides that the market value of rental car inventory shall be the gross value of all daily passenger car inventory made available by a daily passenger rental car business on the first day of each month of the immediately preceding calendar year: Provided, that the car rental business shall add together the gross values and divide that sum by 12. Gross value is defined to mean the lowest value for each vehicle as shown in a nationally accepted used car guide determined by the Tax Commissioner. For Tax Year 2012, the used car guides developed by the National Auto Dealer's Association (N.A.D.A) will be used. To calculate the gross value of any vehicle which does not appear in the N.A.D.A. publications, the Tax Commissioner shall determine a percentage to apply to the manufacturer's suggested retail price (M.S.R.P). For Tax Year 2012 that percentage will be 85%.

Note: You do not have to complete Schedule B of the *Commercial Business Property Return* (STC 12:32C) if you complete this worksheet. However, any vehicles owned by a rental car company which are not a part of daily passenger car inventory (employee vehicles, etc.) should be reported on Schedule H.

1. List the total gross value of rental car inventory as of the first day of each month of the previous year.
2. Add the monthly gross value totals.
3. If you were in business the entire 2010 calendar year, divide the total by 12, if not divide by the number of months you were in business during 2010 (be sure this corresponds to the number of months for which you have provided gross value amounts).
4. This is the total vehicle inventory amount subject to valuation under West Virginia Code § 11-6C-1.
5. List any other inventory subject to valuation and in your possession as of the July 1, 2011 assessment date.
6. Add the vehicle inventory total and the other inventory total.

Should you have additional questions, please contact your local assessor.

VEHICLE, MOTORBOAT AND FARM EQUIPMENT DEALER'S INVENTORY WORKSHEET

Dealer's Name: _____

Address: _____

County: _____

I.	Gross Sales: Total Annual Vehicle, Motorboat and Farm Equipment Gross Sales for Calendar Year Beginning January 1, 2010 and Ending December 31, 2010. (Enter gross sales. Do not enter the value of the property.)		\$
II.	Less Excluded Sales of Specified Vehicles, Motorboats and Farm Equipment		
	A. Fleet Sales (Enter gross sales 1-1-10 to 12-31-10. Do not enter the value of the property.)	\$	
	B. Trucks Over 16,000 lbs. GVW (Enter gross sales 1-1-10 to 12-31-10. Do not enter the value of the property.)	\$	
	C. Transactions Between Dealers (Enter gross sales 1-1-10 to 12-31-10. Do not enter the value of the property.)	\$	
	D. Drop Shipments (Enter gross sales 1-1-10 to 12-31-10. Do not enter the value of the property.)	\$	
	E. Other Vehicles and Equipment Not Subject To Valuation Under West Virginia Code § 11-6C-1 et seq. (Enter gross sales 1-1-10 to 12-31-10. Do not enter the value of the property.) (See instructions.)	\$	
III.	Sub Total Excluded Vehicles and Equipment (A Through E)	Less (-)	\$
IV.	Annual Dealer's Inventory Subject To Valuation Under § 11-6C-1 et seq. (I Less III)		\$
V.	Divided by 12 or the Number of Months You Were in Business During Calendar Year 2010		÷
VI.	Sub Total Dealer Inventory (Line IV divided by 12 or months in business)		\$
VII.	Add Other Inventory Subject to Valuation		
	A. Heavy Duty Trucks Over 16,000 lbs. GVW in Dealer's Possession as of July 1, 2011 (Enter the value of property in your possession on July 1, 2011, not sales.)	\$	
	B. Other Vehicles and Equipment in the Dealer's Possession as of July 1, 2011 Not Subject To Valuation Under West Virginia Code § 11-6C-1 et seq. (Enter the value of property in your possession on July 1, 2011, not sales.) (See instructions.)	\$	
	C. Dealer's Inventory of Parts and Supplies Held for Resale as of July 1, 2011. (Enter the value of property in your possession on July 1, 2011, not sales.)	\$	
	D. Dealer's Inventory of Parts and Supplies Held for Owner's Use as of July 1, 2011. (Enter the value of property in your possession on July 1, 2011, not sales.)	\$	
VIII.	Sub Total Other Inventory (A Through D)		\$
IX.	Total Dealer's Inventory (Vehicle, Motorboat and Farm Equipment Inventory Plus Other Inventory – VI and VIII)		\$

Note: A copy of the dealer's income statement for the year ending December 31, 2010 must be attached with the worksheet. Sole proprietors who do not have an income statement must submit a *Schedule C – Profit and Loss Statement* from your Federal Income Tax Return for 2010. Failure to attach the income statement may be grounds upon which the assessor may reject this return.

VEHICLE, MOTORBOAT AND FARM EQUIPMENT DEALER'S INVENTORY INSTRUCTIONS

West Virginia Code § 11-6C-1 et seq. establishes a special method of appraising vehicle, motorboat and farm equipment dealer inventory. This provides that in estimating the market value of such inventory the assessor shall use annual sales for the previous calendar year divided by 12 to determine the market value of the dealer inventory as of July 1. Vehicles are defined in West Virginia Code § 17B-1-1 and motorboats are defined in § 17A-6-1. This calculation also applies to house trailers and factory-built homes.

West Virginia Code § 11-6C-1 was amended in 2008 to include farm equipment dealers in this special method of valuing inventory. However, only farm equipment that is titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser is subject to valuation under West Virginia Code § 11-6C-1 et seq. All other farm equipment inventory in the possession of the farm equipment dealer on the assessment day is subject to valuation and assessment under West Virginia Code §§ 11-3-1 et seq. and 11-5-1 et seq. "Farm equipment dealers" means a person, partnership, corporation, association or other form of business enterprise which primarily sells farm equipment as defined above.

Farm equipment includes, but is not limited to, the following equipment, and also includes attachments and repair parts for the following equipment: tractors; crawler tractors (other than bulldozers); walking tractors; cultivators; plows; harrows; power tillers; rotary tillers; spading machines; subsoilers; plastic mulch layers; planters and planting machines; seeders; mechanical transplanters; manure spreaders; fertilizer spreaders; insecticide and fertilizer sprayers; irrigation equipment; harvesters; fixed and portable belt and screw type conveyors exclusively used in agriculture; cotton pickers; hullers; swathers; windrowers; balers; bale movers exclusively used in agriculture; hay conditioners; hay mowers; mowing machines; mower/conditioners; hay rakes; hay tedders; feed grinders; grain carts; rock pickers; milking machines and milking machine components; animal trailers, to the extent that they constitute tangible personal property; apiary equipment.

Only those items of the above listed farm equipment that are titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser is subject to valuation under West Virginia Code § 11-6C-1 et seq.

Farm equipment does not include: (1) property that is not tangible personal property, (2) building materials and equipment that is installed into a building or structure so as to be converted upon installation into a fixture or into real property, (3) cars, trucks, motorcycles and any other self-propelled machines designed primarily for the transportation of persons or property on a street or highway, (4) trailer or towed machines or apparatus designed primarily for the transportation of persons or property on a street or highway, (5) fork lifts, backhoes, earth movers, bulldozers, end loaders, power shovels, excavators or other equipment primarily designed to be used in earth moving, excavation or construction activity, or in the activity of warehouse materials handling, (6) airplanes and other aircraft, and (7) all terrain vehicles, motorcycles and other off road vehicles primarily designed for recreational use.

The following are general instructions to assist you in completing the Vehicle, Motorboat and Farm Equipment Dealer's Inventory Worksheet, which is to be filed with the *Commercial Business Property Return* (STC 12:32C).

Farm equipment dealers please pay particular attention to the definition of farm equipment. Sales of farm equipment titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser should be included on the worksheet's gross sales calculation. The value of equipment not defined to be farm equipment and the value of farm equipment that is not titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser should be entered on line VII(B).

Note: You do not have to complete Schedule B of the *Commercial Business Property Return* (STC 12:32C) if you complete the worksheet.

- I. Enter the gross sales or total annual sales. This is the amount received in money, credits, property, services, or other considerations, without deductions for interest expense, other expenses, and trade-ins, for the calendar year beginning January 1, 2010 and ending December 31, 2010. The gross sales are to include all sales of vehicles, motorboats and farm equipment including the sale of leased vehicles.
- II. Inventory that is excluded from the new valuation process are sales during the previous calendar year including:
 - A. Fleet Sales - A transaction involving (a) five (5) or more units sold to a single business entity and, (b) the buyer has a manufacturer's or distributor's fleet I.D. number.
 - B. Trucks - of 16,000 lbs. or more gross vehicular weight (GVW). These vehicles are appraised based on inventory on hand July 1.
 - C. Transactions between dealers to include sales, trades between dealers or wholesalers licensed as new or used vehicle, motorboat or farm equipment dealers.
 - D. Drop Shipments - Commonly known as courtesy deliveries to include units which were not physically held as inventory by the dealer at any time during the preceding year.
 - E. Other Vehicles, i.e., snowmobiles and ATV's which may have been included in the gross sales are to be excluded and appraised based on the inventory on hand as of July 1. Note sales of farm equipment that is not titled in the name of the retail purchaser and registered with the Division of Motor Vehicles upon its sale to the retail purchaser should be entered on line E.
- III. Subtotal of excluded inventory of the previous year.
- IV. The "gross sales" or "total annual sales" of the previous years less the excluded inventory.
- V. If you were in business during the entire 2010 calendar year, divide Roman Numeral IV by 12. If not, divide by the total number of months you were in business during calendar year 2010.
- VI. The result is the total inventory subject to valuation under West Virginia Code § 11-6C-1 et seq.
- VII. The dealer is to list the other inventory subject to valuation and in their possession as of the July 1, 2011 assessment date.
- VIII. The total of inventory items "A" through "D".
- IX. The total inventory of the vehicle dealer to include vehicle, motorboat and farm inventory subject to valuation under West Virginia Code § 11-6C-1 (VI plus VIII).